



**TOWN OF RIVERHEAD
BUILDING DEPARTMENT**

201 Howell Avenue
Riverhead, NY 11901

www.riverheadli.com

Leroy E. Barnes, Jr.
Building Department Administrator

Sharon E. Klos
Building Permits Coordinator

Richard P. Podlas
Building Inspector

Richard E. Gadzinski
Electrical Inspector

Jack Wherry
Inspector

SWIMMING POOL/SPA-HOT TUB PERMIT REQUIREMENTS

1. Two (2) page building permit application, signed and notarized;
2. Disclosure affidavit, signed and notarized;
3. Swimming pool/SPA Hot Tub affidavit
4. Electrical application, signed, notarized and submitted with permit application;
5. Three (3) surveys, one with Health Department approval when required, showing location of project on premises;
6. Two (2) sets of signed and sealed swimming pool plans; schematic of heater, if applicable.
 - A. Signed & Sealed plans by Engineer needed for indoor & in-ground pools.
 - B. Air test results are to be submitted to this office before the Certificate of Occupancy is issued.
 - C. Hot Tub/SPA - requires manufactures specifications as part of your permit submission
7. FENCING INSTRUCTIONS, EXTERIOR ONLY.
8. Plans and survey dimensions must comply with Chapter 52-6 (D);
9. Processing of application begins when fee is paid.
10. Fee is determined by construction and/or electrical cost.

Any questions, please feel free to call at (631) 727-3200 Ext. 266, 268, 283
Fax: 631-208-8039

***Town of Riverhead
Building Department***

SWIMMING POOL/SPA HOT-TUB AFFIDAVIT

I hereby agree that I, the undersigned, am the individual/company/owner responsible for the supervision of the work in accordance with the approved building permit for construction of a swimming pool/and or installation of a SPA-Hot Tub (outdoor or indoor).

I further agree that I am responsible for all inspections including, the pool wall inspection, the electrical trench and rough electrical inspection, the final construction of the pool and the final electrical inspection of the pool work/and or the electrical work preformed for the SPA-Hot Tub, I am also required to apply for the Certificate of Occupancy or Certificate of Compliance.

Location of Property: _____

Tax Map # _____

Owner/Contractor/Agent of Record

Date

I hereby acknowledge that I have read the attached copy of the NYS Building Code and that I am responsible for insuring that the work preformed, complies therewith. I understand that a barrier must be installed and it is my responsibility to comply with all of the applicable building and zoning codes and the conditions of the issued permit. I understand that I will not be issued a Certificate of Occupancy or Certificate of Compliance unless and until all required work is completed in accordance with the New York State Building Code.

Homeowner/Agent/Contractor

Date

NYS Building Code Chapter 31 Requirements (Actual text) §3109 Pools/Spa-Hot tubs

§3109.1 General. Swimming pools shall comply with the requirements of this section and other applicable sections of this code.

§3109.2 Definition. The following word and term shall, for the purposes of this section and as used elsewhere in this code, have the meaning shown herein.

SWIMMING POOLS. Any structure intended for swimming, recreational bathing or wading that contains water over 24 inches (610 mm) deep. This includes in-ground, aboveground and on-ground pools; hot tubs; spas and fixed-in-place wading pools.

§3109.3 Public swimming pools. Public swimming pools shall be completely enclosed by a fence at least 4 feet (1290 mm) in height or a screen enclosure. Openings in the fence shall not permit the passage of a 4-inch (102 mm) diameter sphere. The fence or screen enclosure shall be equipped with self-closing and self-latching gates.

§3109.4 Residential swimming pools. Residential swimming pools shall comply with §3109.4.1 through §3109.4.3.

EXCEPTION: A swimming pool with a power safety cover or a spa with a safety cover complying with ASTM F 1346.

§3109.4.1 Barrier height and clearances. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches

(51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade the barrier is authorized to be at ground level or mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).

§3109.4.1.1 Openings. Openings in the barrier shall not allow passage of a 4-inch (102 mm) diameter sphere.

§3109.4.1.2 Solid barrier surfaces. Solid barriers which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

§3109.4.1.3 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1.75 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.

§3109.4.1.4 Widely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.

§3109.4.1.5 Chain link dimensions. Maximum mesh size for chain link fences shall be a 2.25 inch square (57 mm square) unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to no more than 1.75 inches (44 mm)

§3109.4.1.6 Diagonal members. Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be no more than 1.75 inches (44 mm).

§3109.4.1.7 Gates. Access gates shall comply with the requirements of §3109.4.1.1 through §3109.4.1.6 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outwards away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is

located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate, and the gate and

barrier shall have no opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

§3109.4.1.8 Dwelling unit wall as a barrier. Where a wall of a dwelling serves as part of the barrier, one of the following shall apply:

1. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm shall be equipped with a manual means to temporarily deactivate the alarm for a single opening. Such deactivation shall last no more than 15 seconds. The deactivation

- switch shall be located at least 54 inches above the threshold of the door.

2. The pool shall be equipped with a power safety cover which complies with ASTM F 1346.

3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the administrative authority shall be accepted so long as the degree of protection afforded is not less than the protection afforded by §3109.4.1.8, Item 1 or 2.

§3109.4.1.9 Pool Structure as Barrier. Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps,

then the ladder or steps either shall be capable of being secured locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier which meets the requirements of §3109.4.1.1

through §3109.4.1.8. When the ladder or steps are secured, locked, or removed, any opening created shall not allow the passage of a

4-inch-diameter (102 mm) sphere.

§3109.4.2 Indoor swimming pools. Walls surrounding indoor swimming pools shall not be required to comply with §3109.4.1.8.

§3109.4.3 Prohibited locations. Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

*****Town of Riverhead Swimming Pool Requirements
TOWN CODE 108-59***

No swimming pool shall be constructed, used or maintained in any district without a permit and except in accordance with the following provisions:

FENCE TO BE INSTALLED PRIOR TO ADDING WATER TO THE POOL

Every outdoor swimming pool shall be completely surrounded by a fence which shall comply with the following:

1. Fences shall be at least forty eight (48) inches in height with a maximum vertical clearance to grade of two (2) inches.
2. The finished side of the fencing shall face away from the pool.
3. Where a picket-type fence is provided, horizontal openings between pickets shall not exceed four (4) inches. Height shall be measured vertically from the lowest horizontal support to the top of the pickets.
4. Where a chain-link fence is provided, the openings between links shall not exceed two and one-quarter inches (2 ¼") Slat fence openings to be no more than one and three-quarter inches (1 ¾")
5. Enclosure shall be constructed so as not to provide footholds.
6. Pickets and chain-link twists shall extend to above the upper horizontal bar.
7. Such enclosure shall have railings and posts within the enclosure, which shall be capable of resisting a minimum lateral load of 150 pounds applied midway between posts and at top of posts respectively. Enclosure, fence material or fabric shall be capable of withstanding a concentrated lateral load of 50 pounds applied anywhere between supports on an area of twelve (12) inch squares, without failure or permanent deformation.
8. A wall or a dwelling is permitted to serve as part of the enclosure under the following conditions:
 - a) Windows in the wall shall have a latching devise at least forty (40) inches above the floor.
 - b) A swinging door in the wall shall be self-closing and self-latching.
 - c) A sliding door in the wall shall have a self-latching devise.
 - d) Gates provided in the enclosure shall be self-closing and self-latching with the latch handle located at least 54 inches above grade on the outside of the fence or forty-five inches (45") from grade on the inside of the fence, and shall be securely locked with a key, combination or other child-proof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised.
 - A. A pool less than 24 inches deep is exempt from the requirements of subsection A.
 - B. Above-ground pools with at least 46 inches between pool decking or pool top and adjoining grade are exempt from the requirements of section 720.1 of this Part provided that their access ladder or steps must be permanent with a four foot (4) fence and self-latching gate and lock.

In the event that an owner shall abandon an outdoor swimming pool, he shall so notify the Zoning Officer, and shall forthwith fill all voids and depressions and restore the premises to the same grade and condition as before the swimming pool was constructed and shall accordingly notify the Zoning Officer when restoration work has been completed.

****Please note: Conflicts regarding code compliance issues exist between State and Town law, the more restrictive law applies.**

***Town of Riverhead
Building Department***

ZB NO. _____ 4 MONTH EXP. _____ 18 MONTH EXP. _____

INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET

An inspection must be made by the Building Department within four (4) months. Applicant must notify the Building Department for inspections. Construction must be completed and certificate of occupancy must be obtained within eighteen (18) months.

THE FOLLOWING INSPECTIONS ARE REQUIRED. **THREE DAY NOTICE FOR INSPECTIONS IS NECESSARY.**

- 1st Inspection: Pool walls must be inspected BEFORE backfilling.
ALL FENCING MUST BE INSTALLED PRIOR TO ADDING WATER:
All SPA-Hot Tubs must comply with ASTM F 1346
For Gunite Pools, inspection of rebar and framing prior to spraying
- 2nd Inspection: Inspection of trench-submersed wiring and Pool/SPA bonding is required. Please contact the Town of Riverhead Town Electrical Inspector for details;
- 3rd Inspection: FINAL Inspection (electric, fence, doors/gates that are self latching, self closing devices)

***NO Certificate of Occupancy will not be issued unless the fence is installed and
complies with the Building Code.***

After the required inspections are made, a CERTIFICATE OF OCCUPANCY must be applied for prior to occupying the subject building(s). The following documents are required to be submitted after all of the work is complete:

- ☐ Final Survey (by licensed surveyor) when applicable.
- ☐ Electrical Inspectors final Certificate of compliance (issued by the Town of Riverhead Electrical Inspector).

All debris created by LAND CLEARING and during CONSTRUCTION must be removed from the property. No debris is to be buried.

***The owner/contractor is responsible for all drainage and flooding issues as provided
by Section 52-6 (l) of the Town Code.***

The owner/contractor is responsible for all drainage and flooding issues as provided by Section 52-6 (l) of the Town Code.

The person responsible for this site must call in for all inspections listed above.

Signature: _____

Date: _____



APPLICATION FOR BUILDING & ZONING PERMIT

Town of Riverhead
Suffolk County, New York

Tax Map #

Section

Block

Lot

Application No. _____ Date ____/____/____ Permit No. _____ Date ____/____/____

Permit Expires: ____/____/____ Zoning District: _____ Disapproved Zoning: _____

Approved By: _____ Building Fee: \$ _____ Electrical Fee: \$ _____ Receipt: _____

All information BELOW to be filled out by APPLICANT: A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This Application is to be submitted ACCOMPANIED by BUILDING PLANS DRAWN TO SCALE IN DUPLICATE, showing elevations, floor plans, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of all material where applicable.

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

First name _____ Last name _____ Business Name _____

Street No. _____ Street Name _____ Hamlet _____

Property Location of Proposed Work

(____) - _____ (____) - _____ (____) - _____
Phone Contact Fax Number Cellular Number

Street No. _____ Street Name _____ Town _____ State _____ Zip _____

Mailing Address (if different from property location):

The person responsible for the supervision of the work insofar as the Building Code and the Zoning Ordinance apply is: **CONTACT PERSON** (if different from owner)

First name _____ Last name _____

Street No. _____ Street Name _____ Town _____ State _____ Zip _____

(____) - _____ (____) - _____ (____) - _____
Phone Number Fax Number Cellular Number

☐ Residential Est. of Value \$ _____

☐ Commercial Est. of Value \$ _____

☐ Accessory Structure _____ (describe)

☐ Addition

☐ Alteration

☐ Condo

☐ Deck

☐ Bulkhead / Dock

☐ Miscellaneous _____ (Describe)

☐ _____ Car Attached / Detached Garage

☐ Mobile/Modular Home

☐ Demolition

☐ Single Family Residence

☐ New Commercial Structure

☐ Swimming Pool

☐ Excavation/Land Clearing: Approx. _____
cubic yards to be removed.

☐ Agriculture Worker Housing

☐ Use Permit _____ (describe)

Pool Specifications (if applicable)

☐ In-Ground ☐ Above Ground ☐ Hot Tub / SPA

☐ Pool Heater ☐ Propane ☐ Natural Gas ☐ Oil Fired

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Ver. 3.02

10-11-05

7786286532

APPLICATION FOR BUILDING & ZONING PERMIT

Tax Map #

Section

Block

Lot

Please Describe Project and/or Special Conditions:

ZONING SPECIFICATIONS. Fill in for new building, or addition to existing building or a change of occupancy. Indicate on the PLOT PLAN IN TRIPLICATE, street names, the location and size of the property, the location, size and setbacks of proposed buildings and the location of all existing building. Show proposed building(s) in dotted line and existing building(s) in solid line.

Proposed building sq.ft.

Second (2nd) Floor sq.ft.

Size of proposed addition sq.ft.

Garage sq.ft.

Ground floor sq.ft.

Height (from grade to ridge) ft.

No#. of Bedrooms

Impervious Surface %

Electrician:

Company Name License #

Street No. Street Name Town State Zip

Plumber:

Company Name License #

Street No. Street Name Town State Zip

Home Imp:

Company Name License #

Street No. Street Name Town State Zip

Note: All distances are net, as measured from property line to nearest part of building.

All work must be in compliance with the New York State Fire Prevention & Building Construction

AFFIDAVIT

Town of Riverhead)
County of Suffolk) s.s.
State of New York)

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the BUILDING CODE, THE ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Sworn to me before this day

Signature

of ,

Owner's Agent, Architect

Notary Public, Suffolk County, New York)

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10-11-05

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APPLICATION FOR ELECTRICAL INSPECTION

Town of Riverhead

Building Department

201 Howell Avenue, Riverhead, NY 11901

(631) 727-3200 Ext.268 or 283 or Fax (631) 208-8039

Tax Map #

Section

Block

Lot

Receipt No. _____

Date ____/____/____

Service Cert. No. _____

ZB#: _____

Electrical License No. _____

Fee: \$ _____

Service Code _____

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

First name

Last name

Business Name

Street No.

Street Name

Hamlet

Property Location of Proposed Work

() -
Phone Contact

() -
Fax Number

() -
Cellular Number

Street No.

Street Name

Town

State

Zip

Mailing Address (if different from property location):

Name of Contractor responsible for electrical installation:

First name

Last name

Business Name

Street No.

Street Name

Town

State

Zip

() -
Phone Number

() -
Fax Number

() -
Cellular Number

Character of Work

Premise Use:

☐ Service Upgrade

☐ New

☐ Interior

☐ Residential

Size amps: _____

☐ Old

☐ Exterior

☐ Commercial

☐ Exposed

☐ Industrial

☐ Concealed

NOTE: CONTRACTOR OR HOME OWNER MUST CALL THIS OFFICE FOR INSPECTIONS

Date:	Time:	Remarks:
____/____/____	____ <input type="checkbox"/> am <input type="checkbox"/> pm	
____/____/____	____ <input type="checkbox"/> am <input type="checkbox"/> pm	
____/____/____	____ <input type="checkbox"/> am <input type="checkbox"/> pm	

Service Information:

☐ Temp Requested

Size of Mains: _____ Feeders: _____

Service Enters Building: ☐ Overhead ☐ Underground

APPLICATION IS HEREBY MADE to the Building Department as per Chapter 52 of the Code of the Town of Riverhead.

STATE OF NEW YORK

COUNTY OF SUFFOLK

_____ being duly sworn deposes and says that he/she is the applicant named above.

He/She is the _____ of said owner or owners, and is duly authorized to perform or have performed the said work and file this application: that all statements contained in this application are true to the best of his/her knowledge and belief: and that all work will be performed in the manner set forth in this application and in the plans and specifications filed herewith.

Sworn to me before this _____ day

of _____,

Signature of Electrician _____

(Notary Public, Suffolk County, New York)

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10-11-05

6393276916

TO BE COMPLETED BY ELECTRICIAN AND RETURNED TO THIS OFFICE